State of Wisconsin Department of Justice 17 W. Main St. P.O. Box 7951 Madison, WI 53707-7951

Office of Crime Victim Services

VOCA: Victims of Crime Act Sawyer County Services 2014-2015 Competitive Grant

Grant Announcement

Applications must be submitted through Egrants on or before January 15, 2015

Frequently Asked Questions (FAQs)

Any questions regarding VOCA or the Funding Announcement should be sent to Amanda Powers, at powersal@doj.state.wi.us by December 30, 2014. The answers to these questions will be posted to the VOCA webpage. The VOCA Grant Specialist will not be able to answer any questions on an individual basis; questions will only be answered through the FAQs.">PAQS.



Important Contact Information for this Grant Opportunity:

Program/Policy: Amanda Powers (608) 267-2251

Budget/Fiscal: powersal@doj.state.wi.us

Forms/Signatures: Mary Colletti (608) 261-8645

colletima@doj.state.wi.us

Egrants Assistance: Weekdays, 8am – 4:30pm

Email: <u>Egrants@doj.state.wi.us</u> Local calls: (608) 267-9068 Toll free: (888) 894-6607

The Egrants Application Guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the Egrants page of our website on the Egrants page of our website.

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

Grant Announcement Summary

Program Area: Office of Crime Victim Services (OCVS)

Grant Title: VOCA: Victims of Crime Act Sawyer County Services 2014-2015 Competitive

Grant

Description: The purpose of this funding announcement is to support programming in non-profit and public agencies that provide direct services to victims of crime **in Sawyer County**. Eligible services include crisis intervention; hotline counseling; individual and/or group therapy; legal, social service, medical and/or personal advocacy; emergency legal services essential to meeting immediate threats to health or safety (in conjunction with other services). A more complete description of program purpose areas and appropriate activities are included on the next page and in the VOCA Program Guidelines.

Opportunity Category: Competitive

Important Dates:

Application Due Date: January 15, 2014

Project Start Date: October 1, 2014

Project End Date: September 30, 2015

Award Notification: Early February 2015

Anticipated Funding Amount: VOCA funding for services to be provided in Sawyer County will be \$47,395 based on a 12 month budget. Successful applications will be awarded VOCA subgrants for a one year period with the possibility of two additional years of continuation funding.

Match/Cost Sharing Requirement: The minimum local match requirement is 20% of the **total VOCA project cost**. Native American tribes or organizations on Indian Reservations must provide a minimum local match of 5% of the **total VOCA project cost**.

Eligibility: Applicant must be a non-profit or public agency. Services must be provided solely in Sawyer County. Projects must provide direct victim services to individuals who are victims of crime including sexual assault, domestic violence, child sexual/physical abuse, adults molested as children, DUI/DWI, survivors of homicide victims, assault, robbery, elder abuse, property crimes and other violent crimes.

The applicant must have a record of providing effective direct services to crime victims for a minimum of one year, have the support and approval of its services by the community, and have a history of providing services in a cost-effective manner. Agencies that do not meet this standard must demonstrate that at least 25% of their financial support comes from non-federal sources.

Additionally, the applicant must use volunteers, unless OCVS determines there is a compelling reason to waive this requirement. Volunteer time used as match must be for direct victim services and may not include activities ineligible to be directly funded by VOCA. Also, agencies applying must promote a collaborative, coordinated approach for serving crime victims within the community served. Finally, applicants must assist crime victims in applying for crime victim compensation benefits and offer services to victims of federal crimes on the same basis as victims of state crimes.

Examples of eligible subgrant organizations: Law enforcement agencies, prosecutor offices, victim/witness assistance programs, rape crisis centers, domestic violence shelters, community mental health or social service agencies, child abuse treatment facilities, county social service agencies, courts, probation and parole authorities, hospitals, public housing authorities and religious-affiliated organizations. (Note: in-patient treatment facilities are not eligible.)

Examples of direct victim services: responding to the immediate emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; emergency services that are intended to restore the victim's sense of security; mental health assistance such as counseling, group treatment and therapy; and assisting victims participating in criminal justice proceedings.

DUNS Number: The federal government now requires a DUNS number as part of the grant application to keep track of how federal grant money is awarded and dispersed. If your organization needs to obtain a DUNS number, go to http://fedgov.dnb.com/webform. You can also search this site if you cannot find your agency's number. Under normal circumstances, a new account can be created in 24-72 hours. The federal government has published DUNS Frequently Asked Questions at http://fedgov.dnb.com/webform/displayFAQPage.do. Check with your agency's financial office before registering for a DUNS number - it is likely your agency already has one.

DOJ cannot award grant funds until an active DUNS number is provided.

System for Award Management (SAM) Registration: All applicants must be registered on the SAM (formerly Central Contractor Registration/CCR) database. This is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. If you had an active CCR, you have an active record in SAM. Applicants must update or renew their SAM registration. Information to register or update your entity records can be accessed at http://www.sam.gov/.

Eligible Expenses: All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Examples of allowable costs: salaries and fringe benefits of positions that provide direct victim services; operating expenses which are necessary and essential to direct victim services (e.g. pro-rated costs of supplies, rent, copying, postage, printing, brochures, travel, equipment, telephone, internet service); emergency transportation; skills training for agency service providers.

Examples of unallowable services, activities and costs: indirect costs, crime prevention activities; lobbying and administrative advocacy for legislation or reform; fundraising activities; perpetrator rehabilitation or counseling, services to incarcerated individuals; needs assessments, surveys, evaluations, studies or research; activities directed at prosecuting offenders; activities directed at improving the effectiveness of the criminal justice system; indirect organizational costs (e.g. liability insurance, capital improvements, security guards, mortgage payments, etc.); reimbursing victims for incurred expenses or to supplement crime victim compensation awards; nursing home, in-patient or hospital care costs; relocation expenses; development of protocols, interagency agreements and other working agreements that benefit victims, in general, throughout the community; costs of sending individual victims to conferences; development of training manuals and/or extensive training materials.

VOCA: Victims of Crime Act Sawyer County Services 2014-2015 Competitive Grant

The Wisconsin Department of Justice Office of Crime Victim Services (OCVS) provides financial and technical assistance to victim witness programs, victim service providers, and agencies serving victims of crime. As the State Administering Agency for state and federal criminal justice funds, OCVS is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible to apply for a share of the available funds.

Program Description

Through this grant announcement, OCVS is seeking proposals from public or non-profit agencies that provide direct services to victims of crime <u>in Sawyer County</u>. The primary purpose of VOCA victim assistance grants is to support the direct provision of services to innocent victims of violent crime throughout Wisconsin. Services are defined as those efforts that:

- Respond to the emotional and physical needs of crime victims
- Assist victims of crime to stabilize their lives after victimization
- Assist victims to understand and participate in the criminal justice system
- Provide victims of crime with a measure of safety.

Award Information

Funds are being made available through the Office of Crime Victim Services grant program. Upon application approval, the project director of the recipient agency will receive a paper grant award document by mail in early February 2015.

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to http://register.wisconsin.gov/AccountManagement/ and complete the 'self registration' process. On the account registration site, you will have a choice between the DOJ Egrants and Commerce eGrants. Please take care to select **Egrants** during this process.

Authorization to access Egrants can take several days depending on registration activity. The DOJ help desk is open Monday-Friday 8am-4:30pm if you need assistance. (Please note: If you register outside of these hours, access may not be approved until the next business day.) Once your Egrants access has been approved, you may begin your online grant application.

An Egrants System User Guide is posted on the DOJ website (Egrants page). If you have any problems using Egrants, please contact our help desk at Egrants@doj.state.wi.us or call us at (608) 267-9068 or toll free at (888) 894-6607 during business hours.

Application Components

Through Egrants, you will provide DOJ with detailed information about your project that will be used to make a funding decision.

Frequently Asked Questions (FAQs) regarding VOCA are posted to the VOCA webpage on the DOJ website for your use during the application process: http://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca. Any additional questions outside of the ones listed in the current FAQs should be sent to the VOCA Grant Specialist, Amanda Powers, at powersal@doj.state.wi.us by December 30, 2014. The answers to these questions will be added to the existing FAQs and posted to the VOCA webpage. The VOCA grant specialist will not be able to answer any questions on an individual basis; questions will only be answered through the FAQs.

Please do not use "see attached" as a response in a section, rather cut and paste each response into the response section in Egrants and then attached the response as a word document or PDF to each section. Additionally, for all required attachments please use a footer or a header that includes the agency name and grant ID number on all attachment pages.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button. Please note: When identifying individuals involved in this grant, you may not list the same person as project director, financial officer and/or signing official. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project in 150 words or less. A suggested format is included for your convenience:

"Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?) [If appropriate, add which area(s) of the state will benefit]"

Responses to this section will be used on the DOJ website, cited in DOJ reports and could be mentioned in press releases. Plain language that clearly describes the intent of the project is most effective.

2. Approval Checklist

Answer Yes or No to each question.

3. Performance Measures

Please simply mark the section "Complete" and then "Save."

4. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations. Additionally, please include the <u>source of match</u> in the description of your computation for each budget line item.

Refer to the VOCA Program guidelines for more detail regarding budget items. Round all amounts to the nearest dollar.

Also, please be aware that there is a 20% match of the **total project funds** required for these funds. To calculate the total budget and match amounts, use these formulae:

- Award Amount ÷ 0.80 Federal Share = Total Project Budget
- Adjusted Project Costs x 0.20 Recipient's Share = Required Match

Example: For a grant award of \$120,000 the calculation would be:

1. Total Budget: $$120,000 \div 0.80 = $150,000$

2. Required Match: $$150,000 \times 0.20 = $30,000$

<u>Personnel</u>: Provide salary information for non-contractual employees that will be funded through this grant, including overtime. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. If a position is not completely funded by VOCA please include the other source of funding for the position. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. Be sure to include volunteers in this section. Only personnel costs of the agency applying for the grant funds should be included under "personnel."

An example personnel budget:

Position: Sexual Assault Advocate

Name: Vera Smith

Description of Computation: \$35,000 annual salary X 50% VOCA Funded (20 hrs/week) = \$17,000. Remaining portion of position funded by: DCF (50%)

In the justification section of the budget briefly summarize for each VOCA project position (federal and/or match) VOCA duties and the non-VOCA funded duties. Identical positions may be combined and volunteers should be treated as a single position.

Additionally, describe the role and qualifications of key agency staff responsible for the management and oversight of the proposed project, including the staff of any collaborative agencies that will receive VOCA funds. Also, please describe the extent to which any other non-VOCA Project positions (agency or non-agency) will contribute to the project.

Please note: the agency must be able to maintain adequate records allocating time/effort and costs associated with the VOCA Project.

Employee Benefits: Employee benefits for grant-funded personnel include FICA, Unemployment Compensation, Health Insurance, etc. and amounts budgeted should be based on actual known costs or an established formula. Employee benefits are for the personnel listed in the budget and only for the percentage of time devoted to the project. Employee benefits on overtime hours are limited to FICA, Workers' Compensation, and Unemployment Compensation.

Staff Development: To be used for all agency direct victim services staff (this may include volunteers and paid direct services staff whose salary is not funded under the VOCA subgrant). This section should also include the **travel associated with training**. It should not be assumed that a specific training event identified in an approved budget proposal is appropriate for VOCA funding; therefore agencies should check with OCVS whether or not a specific training event is approved. Additionally, agency membership dues to organizations related to victim services and issues (NOVA, WCASA, End Domestic Abuse WI, WVWP) should be included in this section. No more than three memberships may be funded under VOCA. Please note the following are examples of expenses that are not allowable: training unrelated to direct victim services and training of persons who do not provide direct victim services.

(Please note: Costs will only be reimbursed after submission of an event agenda.)

<u>Travel</u>: Travel associated with the funded project for VOCA project staff (**excluding travel for training purposes** which should be budgeted under Staff Development) and may also include amounts used to provide transportation services for victims. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Mileage: \$0.51/mile
- Lodging: Maximum \$70/night (\$80/night for Milwaukee, Waukesha or Racine County)
- Meals: \$8/breakfast (leaving before 6 a.m.); \$10/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$20/dinner (returning after 7 p.m.)

<u>Equipment</u>: Tangible non-expendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Please refer to the VOCA Guidelines for specific policies regarding property acquisition.

<u>Supplies and Operating Expenses</u>: Includes consumables such as paper, stationery, postage, software and equipment with an acquisition cost of less than \$5,000 per unit. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Paying for food and/or beverages from US Department of Justice funds may be allowed under strict limitations. Prior approval for providing food and/or beverage is required.

<u>Consultants/Contractual</u>: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Attach detailed information to support the total cost of each contract. Prorated audit expense is allowable

only if an audit is required under the revised OMB Circular A-133 (agency expends \$500,000 or more in federal grants annually). Within 30 days of grant award date, a signed contract must be received by DOJ. No fund reimbursements will be made prior to receipt of the contract.

Other: This category should be used for VOCA eligible expenses not included in any other category but NOT as a catch-all category for unknown or unbudgeted expenses; every expense item must be described and justified. Examples: Professional liability insurance, emergency financial fund and volunteer recognition events.

5. Victim Rights Compliance (limit one page)

Wisconsin Constitution (Art I, Sec. 9m), Chapter 950 and related statutes afford crime victims' rights relating to their involvement in the criminal justice process. Please describe the applicant's efforts to inform clients about these rights and to assist them in exercising these rights.

6. Agency Profile

This section is mandatory information required by the federal government. For this section please use these forms: <u>Agency Profile</u>, <u>Agency Budget Profile and Project Allocations</u> and attach to this section when completed. These forms can also be accessed through the DOJ <u>VOCA webpage</u> in the document library.

- A. <u>Applicant Information</u> Enter Agency's name and Grant ID number.
- B. Project Purpose Mark the one box that describes the project.
- C. <u>Primary use of VOCA funds</u> Mark the one box that most accurately describes the primary use of the VOCA funds.
- D. Type of Agency Enter one category and one agency type from the following table:

Category	Туре
Private Nonprofit	Shelter
(Must attach proof of nonprofit status in	Rape Crisis
Required Attachment section on Egrants)	Hospital
	Mental Health
	Religious Organization
	Other (specify)
Criminal Justice Agency	Prosecution
	Probation
	Law Enforcement
	Corrections
	Other (specify)
Public Non-Criminal Justice	Mental Health
	Hospital
	Social Services
	Other (specify)
Native American	On-reservation
	Off-reservation

E. <u>VOCA Project Staffing</u> - Indicate the number of Full-Time Equivalent (FTE) Paid and Volunteer staff involved in the VOCA Project budget only (not total agency). One FTE is roughly 2,080 hours a year; this is NOT necessarily the same as the total number of individuals. Add up the total number of hours for paid staff and for volunteer staff

proposed under the proposed budget, divide each total by 2,080 and round off the result to the nearest .10 of a position.

- F. Counties to be Served Identify Sawyer County as the county to be served by the VOCA Project proposal.
- G. <u>Services Funded</u> Mark the major service categories funded directly by the VOCA Project. Do <u>not</u> mark those that are <u>not</u> to be provided directly by the VOCA Project staff or paid for in the VOCA budget even if those services are otherwise offered by or available through the agency. For example, a VOCA funded counselor may work with a client in shelter, but do <u>not</u> check the "Shelter/Safe House" category if VOCA Project funds are not used to support the agency's shelter service. Likewise, referring a client to a shelter is an "information and referral" service, not the direct provision of shelter services.
- H. <u>Program Income</u> Indicate whether a fee or charge of any sort is intended to be assessed for any services or activities provided in connection with this project or by staff funded under VOCA. This applies regardless of whether the fee is a flat amount or based upon a sliding scale or whether the charge is billed directly to a client or to a third party payer (e.g. private insurance, crime victim compensation, Medicare/Medicaid, etc.). This also includes services billed to counties (e.g. shelter, counseling, etc.) or any other form of VOCA Project generated revenues. Advance approval is required and special requirements will be imposed on any income or revenue generated in connection with VOCA Project activities. Program income may not be used as part of the local match. Section I of the Agency Profile must be completed if program income from the VOCA project is anticipated.
- I. <u>Program Income Details</u> Only complete if "Yes" was checked in Section H Program Income of the Agency Profile.
- J. <u>Agency Victim Services Budget Profile</u> –This information relates to all crime victim assistance programs and services provided by the <u>entire</u> agency, not just to the proposed VOCA Project. Do not include funding for non-victim assistance services provided by the agency. In the space provided on the worksheet, identify any known or anticipated changes in the agency's funding likely to occur as well as any plans the agency has to apply for other or additional victim service funding.

Enter the first and last month and year of the agency's fiscal year. Most, though not all, county and city governments and nonprofit agencies, use January through December fiscal years.

Using the agency's <u>current</u> fiscal year, enter the cash amount of funds derived from each revenue source. Do not include any in-kind match (such as volunteer time).

"Non-VOCA Federal" means funds derived from federal block grants or discretionary programs, other than VOCA, even if passed through a state, county or local government. Among others, these may include:

Federal "Violence Against Women Act" (VAWA) grants awarded directly by US
Department of Justice (discretionary grants) or formula grants sub-awarded by
the WI Department of Justice; and

- Federal Emergency Management Agency (FEMA) emergency housing grants (which may be passed through county agencies); and
- Housing and Urban Development (HUD) grants (which may be administered through the WI Department of Administration); and
- Community Development Block grants (CDBG) (passed through city governments).

"VOCA" refers to the amount of federal VOCA funds, if any, expended during the agency's fiscal year; this is unlikely to be the same as the total subgrant amount.

"State" refers to programs funded through state tax appropriations or program revenues (such as penalty assessments, surcharges, etc.). These may include:

- WI Department of Justice: Sexual Assault Victim Services (SAVS) grants and Chapter 950 victim/witness assistance reimbursements.
- Department of Children and Families: Domestic Abuse grants
- Department of Health Services: Aging/Elder Abuse
- Other state programs: WHEDA housing grants.

"Local" means contracts, appropriations or other funding derived from county or municipal governmental revenues. This includes those portions of victim/witness assistance programs for which the county does not receive state reimbursement.

"Other" includes United Way, private foundation/corporate grants, individual donations, fundraising, restitution or other court ordered payments to the agency for victim services provided, fees/charges billed to victims or third party payers (e.g. insurance, Crime Victim Compensation payments, Title 19) etc.

- K. <u>Project Allocations</u> Allocations must conform to the type of crimes as listed in the table. Do not add to or modify the categories in any way. When completed the totals for VOCA funds and Local match funds at the bottom of the spreadsheet should be the same as the overall VOCA funds requested in the Budget Detail section of the Egrants application and the overall match listed there as well. For each type of crime:
 - 1. Estimate the unduplicated number of victims (by crime type) to be served by the VOCA Project.
 - 2. Allocate the amount of federal funds (<u>rounded to the nearest \$10</u>) used to serve each victim population.
 - 3. Allocate the amount of local match (<u>rounded to the nearest \$10</u>) used to serve each victim population.

7. Goals and Objectives (limit two pages)

The purpose of this section is to: 1) describe the broad goals for your project (one goal should include outreach to all parts of the county), 2) present clear objectives designed to achieve those goals, and 3) outline a plan to evaluate or assess success in achieving your proposed outcomes.

Answer the following questions:

- A. What is the goal of the project?
- B. How will success be defined?
- C. How will success be measured?

D. What role will the population to be served play in defining/evaluating success?

Additionally, break down each goal by identifying the extent to which each is expected to be attained by the end of each quarter (i.e. each three month period ending in March, June, September and December) of the project period. These will then be the basis for the quarterly narratives that will be reported throughout the grant year.

(Use the <u>VOCA Goals and Objectives Chart</u>. The form can also be accessed through the DOJ <u>VOCA webpage</u> in the document library.)

8. Project Description (limit three pages)

Explain how the project will meet the needs or solve the problems described in the previous sections. For each major project component, describe: 1) the types and nature of services to be offered; 2) to which clients; 3) how those services will be provided; and 4) explain the outreach efforts that will be conducted in all parts of the county, including to tribal and non-tribal areas.

Specifically explain how clients will be obtained or referred to the project and how the project will coordinate services with other providers or agencies.

If the proposed project involves a **formal** collaboration with one or more other agencies:

- A. Justify the collaboration; explain why such collaboration is necessary, is consistent with and essential to the successful accomplishment of the project's purpose.
- B. Identify each agency that will formally collaborate with the proposed project and the agency's qualifications to participate in the proposed project.
- C. Discuss the nature of the collaborative relationship (e.g. memoranda of understanding, subcontracts, etc.).
- D. Describe the specific roles and responsibilities of each agency.
- E. Explain relevant budgetary provisions.
- F. Describe the reporting relationships among the agencies.

9. Eligibility Requirements (limit three pages)

The following information is required to determine the agency's eligibility to receive VOCA victim assistance funds. The information this section relates to the agency's entire victim services, not solely the proposed VOCA project.

A. <u>Demonstrate record of effective direct victim services and community support; non-federal financial support</u>

List dates of agency's creation, briefly summarize agency's history of providing victim services; list major types of victim services, dates when first offered and other significant developments and accomplishments.

Agencies that cannot demonstrate a record of having provided effective direct victim services for at least one year must show that at least 25 percent of their financial support comes from non-federal sources.

B. <u>Use Volunteers unless there is a "compelling reason" for a waiver</u> Either:

1. Briefly describe how the <u>agency</u> uses volunteers in providing victim services (including approximate number of full-time equivalent number of victim service volunteers)

or

- 2. Provide a "compelling reason" the agency is entitled to a waiver. A "compelling reason" may include a statutory or contractual provision that bars the use of volunteers or a lack of persons volunteering after a sustained and aggressive recruitment effort has been conducted. Volunteers may include student interns. Programs must obtain prior approval from OCVS before the volunteer requirement will be waived.
- C. Promote, within the community, coordinated public and private effort to aid crime victims

Describe agency's role in coordinating efforts (e.g. task forces, Coordinated Community Response Teams, written protocols, etc.).

- D. <u>Assist victims of Federal crimes the same as victims of state crimes</u>

 Statement that agency offers victims of federal crimes services on the same basis as those offered to victims of state crimes. Federal crimes are violations of federal statutes including crimes committed in areas under federal criminal jurisdiction, such as some national parks, federal buildings, military installations, etc.
- E. <u>Assist victim in seeking crime victim compensation benefits</u>
 Describe how agency assists crime victims in seeking crime victim compensation benefits. This is a direct responsibility of VOCA subgrantees and may not be satisfied merely by referral to or reliance upon other agencies.

Please attach the following documents to your application in this section:

10. Required Attachments

<u>Letters of Support</u> (at least 3 but no more than 5 recent letters)
Position Description for each position funded or partially funded position
Resume for each staff member funded or partially funded by VOCA
<u>Audit Requirement Form</u> (Use the <u>VOCA Audit Requirement Form</u> . The form can also be accessed through the DOJ <u>VOCA webpage</u> in the document library.)
Non-Profit Agencies must attach: ☐ Proof of Non-Profit status ☐ Documentation of the agency's Board of Director's approval of the VOCA application
List of agency Board of Directors including name and position in community.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. This application will be reviewed by a panel of experts representing a multi-system background in victim services. Applicants should assume that the reviewers have a strong background in the issues and do not require a basic explanation of the crimes. The review panel recommendations

are combined with OCVS staff recommendations and submitted to the OCVS Executive Director who confirms the grant review process recommendations.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. At that time, please review all of your grant award special conditions and Egrants reporting requirements. Please note that Federal Debarment and Lobbying forms will be sent with award documents and should be signed and submitted with the award documents.

Additional Resources

Additional information about the Department of Justice and resources to assist with Egrants is available as follows:

- VOCA grant webpage for the Wisconsin Department of Justice: http://www.doj.state.wi.us/ocvs/not-crime-victim/victims-crime-act-voca
- Department of Justice Egrants webpage: https://egrants.doj.state.wi.us/egmis/login.aspx
- A helpful <u>Egrants User Guide</u> is posted on the Egrants page of the DOJ website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

Email: Egrants@doj.state.wi.us Local calls: (608) 267-9068

Outside the 608 area code: (888) 894-6607